

## June Workshop Schedule for the Job Center of Lake County

1 N. Genesee St. Waukegan, IL 60085

www.lakecountyjobcenter.com 847.377.3450 jobcenter@lakecountyil.gov

Auxiliary aids for individuals with disabilities are available upon request

<b>Tuesday, June 6</b> 1:00 to 2:30 Warren Thomas	<b>Job Search Suite: Resumes &amp; Interviewing</b> Review resume & cover letter strategies. Create dynamic documents that feature your best skills! Learn how to explain your skills in an interview.
<b>Monday, June 12</b> 2:00 to 4:00 Carmen Nieto	<b>Buscando Empleo: Nivel Basico, Correo Electronico y Curriculo</b> (Job Search, email, and resume workshop in Spanish) Information: cnieto@clcillinois.edu or 847.543.2872
<b>Tuesday, June 13</b> 10:30 to 12:30 Room 008	<b>Walk-In Legal Assistance</b> (Ready to Work Initiative) A representative from Prairie State Legal Services will be available during these hours. The Ready to Work Initiative offers free legal services to low income people who have legal barriers to getting or keeping a job. Call 847-662-6925 with questions or visit www.pslegal.org
<b>Tuesday, June 13</b> 1:00 to 2:30 Warren Thomas	<b>Job Search Suite: Networking &amp; Job Search</b> Learn how to spend less time looking for work by strategically targeting the best job for you! Practice networking. Identify the top websites to locate hot jobs.
<div> <div>RESEARCH</div> <div>PREPARE</div> <div>DOCUMENT</div> <div>FIND</div> <div>LAND</div> </div>	
<b>Monday, June 19 to Friday June 23</b> 10:00 to 12:00	<b>5 Steps to Your Next Job</b> Attend our 5-day interactive workshop series. This series covers the entire job search process from researching careers to landing your next job. elocke@lakecountyil.gov
<b>Tuesday, June 20</b> 1:00 to 2:30 Warren Thomas & Megan Brady	<b>Job Search Suite: Overcoming Barriers with guest speaker from Prairie State Legal Services</b> Many factors might hold you back from employment: poor work history, lack of education, or a criminal background. Begin a new direction today! Are there legal matters holding you back from employment?
<b>Wed., June 28</b> 12:00 to 1:30 Feleicia Nixon	<b>STAR Interviewing</b> Practice responding to behavioral-based <b>interview</b> questions by discussing the specific situation, task, action, and result. Bring an up-to-date resume.

### Workshops at the Job Center Affiliate, College of Lake County, building 4, 19351 W. Washington St.

<b>Tuesday, June 6</b> 3:00 to 4:00 Felicia Nixon	<b>Interviewing</b> Review questions employers are likely to ask in an interview and how to respond
<b>Tuesday, June 27</b> 3:00 to 4:00 Eva Locke	<b>Resume workshop</b> Prepare to write your resume by filling out a worksheet and brainstorming about your skills and experience.

### Roll Call Chicagoland: Veteran networking event

June 6 5:30 pm [www.rollcallchicagoland.org](http://www.rollcallchicagoland.org)

Westwood Tavern 1385 N. Meacham Rd. Schaumburg, IL

### Job Search Techniques Workshop

June 15 1:00 pm to 2:30 pm [www.fremontlibrary.org](http://www.fremontlibrary.org)

Fremont Public Library 1170 N. Midlothian Rd. Mundelein, IL

### Walk-in Legal Assistance

June 27 10:30 am to 12:30 pm [www.pslegal.org](http://www.pslegal.org)

Prairie State Legal Services 325 W. Washington St. Waukegan, IL



### OPEN LAB: Wednesdays at 2:00 pm

⇒ Get assistance in the computer lab with:

- Finding job openings via the internet
- Filling out an online job application
- Creating a resume
- Emailing a resume to an employer

### Resume review available by appointment

Email your completed resume as a Word-compatible document in an attachment to

[jobcenter@lakecountyil.gov](mailto:jobcenter@lakecountyil.gov)

### Interested in career training? Need help finding employment?

Attend an information session!

Every **Tuesday at 3:00** and **Thursday at 11:00** at the Job Center of Lake County

1 N. Genesee St. Waukegan

Every **Wednesday at 3:00** at the Job Center Affiliate

College of Lake County building 4 19351 W. Washington St. Grayslake

### Special services at the job center

**Adult Education/ CLC:** Carmen

call 847.543.2872 for info

**Disability Services:** Sondra

call 847.377.3465 for info

**Illinois Job Link registration:**

weekdays 8:30-5:00

**Ex-offender services:** Warren

call 847.543.2865 for info

**Legal Services:** Megan Brady

Call for apt 847.662.6925

Join us on social media for updates and conversation throughout the month!

Like us on Facebook: Lake County Workforce

Development



Join our group on LinkedIn: Lake County Illinois

Workforce Development



Follow us on Twitter : LakeCountyJobs

